

FOREWORD

This is the current Administrative Reference (AR) for Local Health Departments (LHDs) in Kentucky. The Department for Public Health provides current guidelines and instructional materials to assist LHDs in operating their local health department. This edition has been updated to include all additions and changes through June 30, 2010.

AUTHORITY FOR ADMINISTRATIVE REFERENCE

The guidelines contained in this document are minimum requirements for operation of Kentucky's LHDs, established under statutory authority of [KRS 194A.050](#) and [KRS 211.025](#). They are in accordance with [KRS 211.090](#), [KRS 211.170](#), [KRS 211.190](#) and [KRS 212.230](#). These guidelines also are related to [KRS 212.020](#), [KRS 212.210](#), [KRS 212.245](#), [KRS 212.640](#), [KRS 212.855](#), [KRS 212.860](#) and [KRS 212.880](#). Regulations regarding board of health requirements are outlined in [902 KAR 8:150](#) and LHD operations requirements are in [902 KAR 8:160](#).

The guidelines established in this reference shall supersede all administrative policies previously contained in the Local Health Policy, Financial Management, Program Standards and Planning Manuals for LHDs and any interpretations thereof.

Except as otherwise provided by law or regulation, any member of the public, patient, or local health department that is aggrieved by any Guidelines included within this Reference may request a waiver of such policy by submitting a written request with appropriate documentation of undue hardship to the Director of the Administration and Financial Management Division. In the event the Director fails to issue a waiver, the affected party may appeal to the Commissioner of the Department for Public Health.

The Louisville Metro Health Department, Lexington-Fayette County Health Department, and Northern Kentucky Independent District Health Departments are governed by separate enabling statutes [KRS 212.350 to KRS 212.639](#) and [KRS 212.270 to KRS 212.794](#) and have their own agency-specific policies, particularly with regard to setting of patient fees, board of health governance, membership and appointments, and personnel policies. Except as otherwise provided by law or regulation, the remainder of the topics contained within this AR shall apply to these local health departments.

MAINTENANCE OF THE ADMINISTRATIVE REFERENCE FOR LOCAL HEALTH DEPARTMENTS

Keeping Reference Current

- The AR can be found online at <http://chfs.ky.gov/dph/Local+Health+Department.htm> .
- The AR shall be accessible to all employees, along with local policies and other reference materials.
- The AR shall be maintained to contain all current state administrative guidelines.
- DPH and LHD employees shall have the opportunity to review the AR and any new or revised guidelines shall be distributed to all appropriate staff with a copy inserted immediately in the AR.
- An updated Table of Contents will be distributed to accompany any new or revised guidelines to LHDs.
- LHDs shall provide training at least annually to include any new or revised guidelines. Training should also be provided due to LHD internal control policy changes, QA/QI assessments and DPH onsite visit reports.
- The AR will be reviewed biannually by the AR Review Committee and coordinated by the Local Health Operations Branch.

Clarification of Guidelines

Questions or issues regarding guidelines contained in the AR for LHDs should be forwarded to the Director of the Division of Administration and Financial Management.

Other Services

All LHDs must offer voter registration services and retain documentation of such in conformance with Public Law 103-31 ([National Voter Registration Act of 1993](#)).

CHARTER

Project: Administrative Reference for Local Health Departments

Sponsor: Administration and Financial
Management Division

Contacts: Local Health Operations (LHO) Branch,
Administration and Financial
Management

Vision/Mission: To provide operational guidance and direction to Kentucky local health departments (LHDs). The Administrative Reference (AR) provides guidelines as directed by federal and state statutes, regulations and policies.

Importance: The Department for Public Health (DPH) is responsible for the monitoring and oversight of local health department operations. DPH is dedicated to maintaining a strong partnership with LHDs to assure a successful delivery of the “Ten Essential Public Health Services” to the residents of Kentucky.

Focus: The Administrative Reference shall provide policies and guidelines to local health departments as established by the DPH Commissioner’s office and all DPH divisions.

Deliverable: Guidance document which:

- Contains complete, accurate and current program information
- Is readily accessible and easy to reference; and
- Is utilized by Local Health Departments for agency operations and program management

Measures:

- 1) DPH programs provide guidance in accordance with current federal and KY statutes, regulations and policies
- 2) LHD services are delivered per policies and procedures
- 3) On-site quality improvement and financial reviews indicate compliance
- 4) LHD issues/concerns are monitored and technical assistance is provided
- 5) User acceptance is evaluated

Resources needed:

- 1) No budget necessary
- 2) AFM staff leads biannual review with DPH program and LHD representative membership
- 3) Key stakeholders: LHD directors, DPH leadership and program staff, citizens of the Commonwealth